



APPLICATION FOR SPECIAL USE PERMIT

City of Manchester, 14318 Manchester Rd., Manchester, MO 63011

Ph: 636 227 1385, Ext. 107; Fax: 636 821 8099

Every application submitted to the Planning and Zoning Commission for review and approval must contain the following:

- ☐ A non-refundable fee of \$300.
- ☐ Twenty (20) copies of:
 - ☐ A plot survey/sketch/site plan, to scale and showing lot/property in question.
 - ☐ A letter of intent describing the proposed use of the Special Use Permit. Description can include (but is not limited to) the nature of the business, hours of operation, number of employees, etc.
 - ☐ Information on the number of parking spaces assigned to the space.
 - ☐ Any other pertinent information for the Commission to review with your application.
- ☐ Completed application with name of applicant (or their representative) that will appear before the Commission and Board.

An incomplete application may result in your case being postponed to another future Commission meeting.

PLEASE PRINT

PROPERTY OWNER			
ADDRESS			
PHONE		FAX	

CONTRACTOR/ APPLICANT NAME			
COMPANY NAME			
ADDRESS			
PHONE/EXTENSION		FAX	
PERMIT TO BE PICKED UP BY	<input type="checkbox"/> Property Owner <input type="checkbox"/> Applicant/Contractor		

ADDRESS OF SPECIAL USE	
LEGAL DESCRIPTION OF PROPERTY	
PROPOSED SPECIAL USE	
EXISTING ZONING	

I hereby certify that the information contained in this application and accompanying drawings and/or plats are correct, and that I will conform to all applicable laws of the City of Manchester.

Owner/Contractor _____ Date _____

PLANNING AND ZONING USE ONLY

City of Manchester Permit # _____

Received by _____ ☐ Fee Paid On: _____
Director, Planning and Zoning and Economic Development